



CIVIL SERVICE OF JAMAICA

JOB DESCRIPTION AND SPECIFICATION

Ministry/Entity: Ministry of Health

JOB TITLE:	Director, Management Accounts
JOB GRADE:	FMG/PA 4 (Proposed)
POST NUMBER:	
DIVISION/BRANCH:	Finance and Accounts Division/Accounts Management Branch
SECTION/UNIT:	
REPORTS TO:	Principal Finance Officer
MANAGES:	1 Senior Management Accountant 1 Senior Commitment Control Officer

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

_____ Employee	_____ Date
_____ Manager/Supervisor	_____ Date
_____ Head of Department/Division	_____ Date
_____ Date received in Human Resource Division	_____ Date Created/Revised

1. JOB PURPOSE (Reason for Existence)

Reporting to the Principal Finance Officer (PFO), the Director, Management Accounts is directly responsible for the preparation, collation and implementation of the Ministry's budgets (i.e. Recurrent, Capital A and B) in accordance with the approved Corporate Plan and the Ministry of Finance and the Public Service guidelines, to facilitate the most efficient allocation of resources and the prudent management of those funds in meeting the strategic objectives of the Ministry.

The Director is also responsible for the operation of an effective cash management system.

2. KEY OUTPUTS (Results, Deliverables)

- Budget policies interpreted, procedures and practices established and documented;
- Operational and work plans prepared;
- Annual Budget and Costings prepared;
- Cash Flow forecast and carry-on provision prepared;
- Supplementary Provision prepared;
- Warrant schedules that reflect the Ministry's priorities and available resource prepared;
- Expenditure within budgetary provision controlled;
- Monthly/Quarterly review of expenditure prepared;
- Prompt clearance of cash advances;

Director, Management Accounts,
Division, Ministry of Health.

Finance and Accounts

Prepared by: HR Consultant,

March 16, 2017

- Commitment Control Register monitored;
- Management reports prepared;
- Staff needs identified and addressed.

3. KEY RESPONSIBILITIES (Activities, Tasks)

A.) Management/Administrative Responsibilities

- Participates in the development and preparation of the Strategic, Operational Plans for the Division;
- Contributes to the development and monitors work schedule ensuring the effective utilization of staff in accomplishing the Branch's objective;
- Provides technical advice on Annual and Supplementary Budget preparation and other financial issues, to the Permanent Secretary (PS), Project/Programme Managers and other stakeholders;
- Represents the Ministry of Health (MoH) at meetings, conferences and other fora as directed;
- Attends budget meetings with portfolio ministry, MOFP and other officials;
- Attends Parliament for the presentation of the annual budget and supplementary estimates;
- Prepares reports and budget briefs for the Honourable Minister, Permanent Secretary, Principal Finance Officer and the Ministry of Finance and the Public Service as requested;
- Prepares monthly management reports on activities undertaken.

B.) Technical/Professional Responsibilities;

- Interprets budget policies and establishes procedures and practices for their implementation in accordance with the FAA Act;
- Develops and implements control procedures to support the effective

Director, Management Accounts,
Division, Ministry of Health.

Finance and Accounts

Prepared by: HR Consultant,

March 16, 2017

development and management of the budgets;

- Monitors and evaluates operational systems, procedures and internal controls ensuring their relevance and reliability and that standards for the accounting of and reporting on funds are maintained;
- Makes recommendations to the Principal Finance Officer (PFO) in the development and revision of long range budget plans;
- Analyses Ministry of Finance and the Public Service (MOFP) Budget Call;
- Collaborates with the Principal Finance Officer (PFO) and senior management team in rationalizing and prioritizing programmes, activities and projects vis-a-vis corporate objectives as set out in the Ministry's Corporate Plan to match expenditure ceiling given by the Ministry of Finance and the Public Service;
- Prepares and issues instructions and deadlines to Programme Managers/Regional Directors for the preparation and submission of their Budget proposals;
- Reviews analysis of Budget proposals done by budget staff in respect of MoH Capital Heads and Departments;
- Consolidates budget proposals from Programme Managers/ Regional Directors and submit MoH budget to the Ministry of Finance and the Public Service;
- Submits draft of the annual and supplementary budgets to the Ministry of Finance and the Public Service;
- Revises the budget as a result of input from the Ministry of Finance and the Public Service;
- Reviews Cash Flow Forecasts;
- Reviews monthly Warrant issued by MOFP and allocating to Cost Centres' as specified in Cash Flow Forecasts;
- Advises the Principal Finance Officer promptly of any shortfall in Cash Flow from Warrant and where warrants issued are less than expected;
- Allocates funds in accordance with Warrant ceiling and submit allocation ceiling to the Commitment Control Officer and Programme Managers;

Director, Management Accounts,
Division, Ministry of Health.

Finance and Accounts

Prepared by: HR Consultant,

March 16, 2017

- Monitors and revises Cash Flow Forecast on a monthly basis;
- Coordinates budgetary control systems to monitor expenditures in relation to programme performance on an ongoing basis;
- Analyses miscellaneous revenue and any other non tax revenue estimates under purview of the Ministry of Health to ensure that they are realistic estimates, they reflect maximum efforts toward revenue mobilization, are based on rates and fees which have been reviewed with reference to related current cost of providing the services or goods;
- Analyses and evaluates reports submitted by Programme Managers in conjunction with the Planning and Evaluation Branch, matching performance against the Corporate Plan, budget and Warrant allocations;
- Link subsequent allocations with performance and where necessary make recommendations for virements;
- Revises requests for the provision of virement funds and recommends and /or institute appropriate action;
- Prepares quarterly Virement Reports for the Ministry of Health and forward to the Ministry of Finance and the Public Service(MOFP);
- Ensures timely submission of salary costings to Ministry of Finance and the Public Service for funding;
- Ensures the effective monitoring of expenditure and commitments against approved budget estimates, analyses variance and recommends corrective action for reallocation of funds or other appropriate action;
- Prepares, certifies and authorizes Journals for Warrants and other management accounts transactions, using the Financial Management System;
- Recording of MOFP Contingency Advances and the Accountant General's Treasury Deposits and ensure prompt clearance of same;
- Monitors the Commitment Control Register.

C.) Human Resource Responsibilities

Director, Management Accounts,
Division, Ministry of Health.

Finance and Accounts

Prepared by: HR Consultant,

March 16, 2017

- Supervises staff in the Branch;
- Manages the welfare and development of staff through the Performance Appraisal System;
- Provides effective leadership to staff through objective setting, delegating and communicating;
- Identifies training/development needs of staff and makes recommendations as required;
- Provides guidance to staff through coaching, mentoring and training, providing assistance and support as needed;
- Foster teamwork, a harmonious working environment and promotes collaborative working across the Branch;
- Promotes the building of institutional knowledge for the Branch by ensuring that established systems and procedures are documented and disseminated;
- Ensures that staff is aware of and adheres to the policies, procedures and regulations which guides the operations of the Ministry, Division and the Branch;
- Ensures that staff is provided with adequate and appropriate physical resources to enable them to undertake their duties efficiently and effectively;
- Recommend vacation leave and approves departmental and sick leave for staff supervised in keeping with established Human Resource policies;
- Recommends disciplinary action in keeping with the established Human Resource policies and procedures;
- Conducts monthly and other ad hoc staff meetings.

D.) Other Responsibilities:

- Establishes and maintains effective working relationships with the Ministry's associated agencies;
- Performs other related duties that may from time to time be assigned by the Principal Finance Officer.

Director, Management Accounts,
Division, Ministry of Health.

Finance and Accounts

Prepared by: HR Consultant,

March 16, 2017

4. PERFORMANCE STANDARDS (How Success Will Be Measured)

- Budget policies interpreted, procedures and practices established and documented are current and in keeping with the FAA Act, MOF and general accepted accounting standards;
- Operational and work plan prepared in accordance with set guidelines and in a timely manner;
- Annual Budget and Costings prepared on a timely basis as per stipulated guidelines;
- Cash Flow forecast and carry-on provision prepared within agreed time frame;
- Supplementary Provision prepared in keeping with established guidelines;
- Warrant schedules that reflect the Ministry's priorities and available resource prepared;
- Controls are effectively coordinated ensuring disbursement of funds according to budget;
- Monthly/Quarterly review of expenditure prepared are accurate and sound;
- Cash advances promptly cleared in keeping with set guidelines.
- Commitment Control Register monitored;
- Management reports prepared are accurate and prepared in a timely manner;
- Staff needs identified and addressed in a timely manner;
- Good coordination and effective working relations exist with other Divisions/Units and external associates;
- Confidentially, integrity and professionalism are displayed in the execution of duties and personal conduct.

Director, Management Accounts,
Division, Ministry of Health.

Finance and Accounts

Prepared by: HR Consultant,

March 16, 2017

5. INTERNAL AND EXTERNAL CONTACTS

i.) Internal

Contact (Title)	Purpose of Communication
Permanent Secretary	Receive directives, information regarding portfolio, and provide feedback.
Principal Finance Officer	Professional advice, receives directives, and guidance, work assignments, information regarding portfolio, and provide feedback.
Members of staff in the Unit/Division	Professional advice, , guidance, information regarding portfolio,
Related, Departments and Agencies	Professional advice, guidance, information regarding portfolio.

ii) External Contact

Contact	Purpose of Communication
Ministry of Finance and the Public Service	Obtain/share information, collaborate on critical insight in respect to portfolio, submit reports

6. REQUIRED COMPETENCIES

Core

- Excellent time management and organisational skills;
- Excellent planning and monitoring skills;
- Sound analytical and judgment skills;
- Excellent problem solving skills;
- Excellent presentation, oral and written communication skills;

Director, Management Accounts,
Division, Ministry of Health.

Finance and Accounts

Prepared by: HR Consultant,

March 16, 2017

- Excellent leadership, teambuilding and interpersonal skills
- Excellent Computer skills;
- Keen eye for detail;
- Sound personal and professional integrity;
- Ability to work under pressure and meet tight deadlines;
- Ability to manage people of diverse skills, levels and organizational/corporate cultures;
- Maintains a high level of productivity and self-direction.

Technical

- Sound knowledge of the laws, regulations, principles and practices relating to public sector financial accounts and general ledger.
- Sound knowledge of the Financial Administration and Audit Act and other Government Financial Regulations;
- Expert in budget preparation, financial forecasting and sensitivity analysis;;
- Knowledge of Management Accounting, Financial Accounting and Cost Accounting;
- Proficiency in the use of relevant computer software and other computer applications.

7. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- A Bachelor's degree in Accounting or Management Studies with an Accounting major from a recognised institution;
- Plus successful completion of the relevant government accounting and computing courses plus three (3) years experience at the professional level;

OR

Director, Management Accounts,
Division, Ministry of Health.

Finance and Accounts

Prepared by: HR Consultant,

March 16, 2017

- ACCA Level 2 or CAT or AAT Certification (Final) or any equivalent accounting/management professional qualification plus at least two (2) years experience in Government Accounting.

OR

- Satisfaction of the Proficiency criteria.

8. SPECIAL CONDITIONS ASSOCIATED WITH JOB

- Required to work beyond normal working hours, whenever the need arises.

9. AUTHORITY TO:

- Authorisation of warrants on Automated Accounting System;
- Recommend amendments to divisional budgets;
- Establish deadlines for submission of budget proposals and cash flow statements.

10.) WORKING CONDITIONS

- Normal office conditions;

Director, Management Accounts,
Division, Ministry of Health.

Finance and Accounts

Prepared by: HR Consultant,

March 16, 2017